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| **Position Information** | |
| Position #: |  |
| Position/Working Title |  |
| Home Dept # and Name | XXXXX – Name of Dept |
| Last Updated | DD/MM/YYYY |

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| --- | --- | --- |
| **HR Information** | | |
| Job Code #: | Job Title: | |
|  | FLSA Status: | Assignment Category: |

**Position Summary:**

The <ROLE> is part of the <FUNCTION/DEPARTMENT> <team/group/department> at Vanderbilt University and is a <key individual contributor/manager/leader> responsible for <HIGH LEVEL STATEMENT>. This position <HIGH LEVEL OVERVIEW OF KEY FUNCTIONS/EXPECTED PERFORMANCE>. Reporting directly to the <MANAGER ROLE>, the <ROLE> <HIGH LEVEL OVERVIEW OF PARTNERSHIPS/COLLABORATIONS AND FREQUENCY>.

The <ROLE> will <DETAILED LEVEL OVERVIEW OF KEY FUNCTIONS/EXPECTED PERFORMANCE – 3 to 5 SENTENCES>.

**About the Work Unit:**

<DEPARTMENTAL OVERVIEW HIGHLIGHTING WORK, CULTURE, AND TEAM DYNAMICS – 3 to 5 SENTENCES>.

**Key Functions and Expected Performance:**

* Clearly articulated responsibilities, duties, and performance expectations with a strong emphasis on outcomes and outcomes related language are outlined here
* Additional clearly articulated responsibilities, duties, and performance expectations with a strong emphasis on outcomes and outcomes related language as required of the role – continue the bulleted list until the role is fully described.

**Supervisory Relationships:**

This position <does/does not> have supervisory responsibility <SUPERVISORY RESPONSBILITY STATEMENT AS APPLICABLE>; this position reports administratively and functionally to <INSERT ROLE HERE>.

**Education and Certifications**

* Specific education or certification or an equivalent combination of education, relevant military experience, and relevant skills is necessary.
* Specific education or certification is required.
  + <USE ONLY FOR LICENSURES, CHECKS, and OTHER COMPLIANCE OR MANDATED ITEMS>.
* Specific education or certification is preferred.
* Specific education or certification is strongly preferred.

**Experience and Skills:**

* Specific experience or skill is necessary.
* Specific experience or skill is required.
  + <USE ONLY FOR LICENSURES, CHECKS, and OTHER COMPLIANCE OR MANDATED ITEMS>.
* Specific experience or skill is preferred.
* Specific experience or skill is strongly preferred.

**!!LANGUAGE FOR PDs THAT REQUIRE DRIVER LICENSE!!**

“Must have and maintain a valid driver's license and a satisfactory driving record. Vanderbilt University engages a third party to provide continuous up-to-date notifications regarding negative changes to motor vehicle records.”